Job Title: Records Analyst II

Department: City Clerk

Immediate

Supervisor: Records Administrator

Origination Date:	04/01/2003
Revision Date:	07/01/2012
Job Grade	803
FLSA Status	Non-exempt

BRIEF DESCRIPTION OF THE JOB:

Performs support duties in the implementation of citywide Records Management policies and procedures. This includes records retention schedule, contingency planning, processing and maintaining the citywide records program, scanning records, preparing reports, inputting, researching, retrieving data, and collecting fees for copies of records. Ensures State compliance with all matters related to records management. Serves as first point of contact for internal and external customers for records requests by greeting visitors, and providing information and assistance as requested.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

	Physical Strength Code	ESSENTIAL FUNCTIONS
1	S	Manages records by analyzing, documenting and filing City records. Review records to ensure complete setting proper retention. Secure proper approvals, review, prepare records for microfilming and offsite storage. Prepares city-wide records for release to State Archives. Maintains department File Plan and uploads for city-wide reference, prepares reports, compiles data and generates reports as necessary. Imaging and indexing all Council, boards, commissions, and committee minutes. Conducts audits and secures approval for proper destruction of records. Trains and acts as resource to city staff in the area of records management.
2	S	Manages city-wide records requests by reviewing requests for legal criteria, fulfilling requests for internal and external customers by researching, retrieving, copying, collecting fees, releasing records, and maintaining record through retention. Manages databases, tracking documents and generates reports as necessary. Distributes customer satisfaction questionnaires, compiles data, and generates reports. Provides general information to internal and external customers regarding city code, policies, procedures, and regulations related to records management. Ensures all documentation and forms are received from staff and maintained with request packet through retention. Trains and acts as resource to City staff in the area of records requests.
3	S	Reviews all contracts to ensure complete file including contract and amendment numbers, signatures, pages and attachments, coordinating with departments the receipt of missing or incomplete information.

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	Physical Strength Code	ESSENTIAL FUNCTIONS
4	S	Ensures proper filing of Council items, contracts and all other files housed in the City Clerk's Office. This includes assigning new file numbers; updating File Plan and tracking documents, ensuring a complete file by verifying all signatures, pages, attachments, and amendments are included, coordinating with departments on collecting missing or needed information to complete the file.
5	S.	Creates lesson plans and teaches Laserfiche Weblink classes to City employees through classroom and one on one sessions. Provides ongoing support and training to City staff. Requests set up of accounts through ITS.
6	S	Supports City Clerk Department in performing clerical and administrative duties by being back up for petty cash box, preparing correspondence, maintaining various tracking databases and reports, answering telephones, providing customer assistance to the public as well as staff, notary public, updating SOP, assisting in agenda packet preparation, processing mail, maintaining City code and codifications. Works on special projects, trains staff assistant in records management and records requests.
7	S	Maintains and attends training through membership in professional organizations as required.

JOB REQUIREMENTS:

	JOB REQUIREMENTS
Formal Education / Knowledge	Work requires knowledge of a specific vocational, administrative, or technical nature that may be obtained with six-months/one year of advanced study or training past the high school equivalency. Community college, vocational, business, technical or correspondence schools are likely sources. Appropriate certification may be awarded upon satisfactory completion of advanced study or training.
Experience	Minimum one year experience in a related field.
Certifications and Other Requirements	Notary Public
Reading	Work requires the ability to read and comprehend various general correspondence, memorandums, letters, reports, and manuals. Proofreads documents for validity, accuracy and completeness.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division.
Writing	Work requires the ability to write general correspondence, memorandums, letters, and reports.
Managerial	Job has no responsibility for the direction or supervision of others but may provide advice/direction to an employee with less experience/skill or tenure.
Policy/Decision Making	Moderate - The employee normally performs the duty assignment after receiving general instructions as to methods, procedures, and desired end results. There is some opportunity for discretion when making selection among a few, easily identifiable choices. Work involving discretion is typically reviewed before finalized.
Technical Skills	Broad Application - Work requires the use of standard technical skills appropriate to the work environment of the organization. Limited analysis and independent thinking is utilized.
Interpersonal / Human Relations Skills	Moderate - In addition to the sharing of information, interactions at this level may also include providing advice to others outside direct reporting relationships on specific problems or general policies/procedures. In many of the interactions, contacts may require the consideration of different points of view to reach agreement. Elements of persuasion may be necessary to gain cooperation and acceptance of ideas.

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Physical Demands

Frequency Code Scale

N = Never	R = Rarely	O = Occasionally	F = Frequently	C = Constantly
Never occurs	Less than 1 hour/week	Up to 1/3 of the time	From 1/3 to 2/3 of the time	2/3 or more of the time

	r			1	1
Physical Demand	Frequency Code (Mark only one)	Description: (Check all that apply)	Physical Demand	Frequency Code (Mark only one)	Description: (Check all that apply)
Standing	□ N □ R □ O □ F □ C	☐ Making presentations ☐ Observing work site ☐ Observing work duties ☑ Communicating with co-workers	Pushing/ Pulling	□N 図R □O □F □C	☒ File drawers☐ Equipment☒ Tables and chairs☐ Hoses
Fine Dexterity	□ N □ R □ O □ F ⊠ C	☑ Computer keyboard☑ Telephone keypad☑ Calculator☐ Calibrating equipment	Climbing	□ N 図 R □ O □ F □ C	☐ Stairs ☐ Ladders ☑ Step stools ☐ Onto equipment
Walking	□ N ⊠ R □ O □ F □ C	☒ To other departments/offices☒ Around work site	Vision	□ N □ R □ O □ F ☑ C	☒ Reading☒ Computer screen☐ Driving☐ Observing work site
Lifting	□ N ⊠ R □ O □ F □ C	⊠ Supplies □ Equipment ⊠ Files	Foot Controls	⊠ N □ R □ O □ F □ C	☐ Driving ☐ Operating heavy equipment ☐ Operating Dictaphone
Carrying	□ N ⊠ R □ O □ F □ C	☑ Supplies☐ Equipment☑ Files	Balancing	□ N ⊠ R □ O □ F □ C	☐ On ladders ☐ On equipment ☒ On step stools
Sitting	□ N □ R □ O □ F ⊠ C	☑ Desk work☑ Meetings☐ Driving	Bending	□ N 図 R □ O □ F □ C	☒ Filing in lower drawers☒ Retrieving items from lower shelves/ground☒ Making repairs
Reaching	□ N □ R ☑ O □ F □ C	☒ For supplies☒ For files	Crouching	□ N ⊠ R □ O □ F □ C	☐ Filing in lower drawers ☐ Retrieving items from lower shelves/ground
Handling	□ N □ R □ O □ F ⊠ C	☑ Paperwork ☐ Monies	Hearing	□ N □ R □ O ⊠ F □ C	☑ Communicating via telephone/radio, to co-workers/public☐ Listening to equipment
Kneeling	□ N □ R □ O □ F □ C	☒ Filing in lower drawers☒ Retrieving items from lower shelves/ground	Twisting	□ N □ R ⊠ O □ F □ C	☒ From computer to telephone☐ Getting inside vehicle
Crawling	⊠ N □ R □ O □ F □ C	☐ Under equipment ☐ Inside attics/pipes/ditches	Talking	□ N □ R □ O ⊠ F □ C	☑ Communicating via telephone/radio, to co-workers/public
Other		(Explain)			

Physical Demands (continued) Machines, Tools, Equipment and Work Aids: Telephone, Smart Label Printer, Copier, Printer, Calculator, Scanner, Fax machine, Microfilm Reader **Computer Equipment and Software:** Personal Computer, LaserFiche, LaserFiche Weblink, Microsoft Office, Smart Label Software, Internet Browsers, Color Bar, Civic Plus **Environmental Factors: Environmental Conditions** Never Seasonally Several Times Several Times Daily Per Month Per Week Extreme temperature X (heat, cold, extreme temp. changes from outside Wetness and/or humidity |x|(bodily discomfort from moisture) Respiratory hazards X (fumes, gases, chemicals, dust and dirt) Noise and vibration \times (sufficient to cause hearing loss) Physical hazards X (high voltage, dangerous machinery, aggressive prisoners, patients – not customers) **Health and Safety Conditions:** Health and Safety Conditions F = Frequently O = OccasionallyC = ConstantlyN = NeverR = RarelyNever Less than 1 1/3 or more of From 1/3 to 2/3 2/3 or more of occurs hour per week the time of the time the time Mechanical hazards \boxtimes Chemical hazards XX Electrical hazards \times Fire hazards Explosives XX Communicable diseases Physical danger or abuse X Other (specify) **Primary Work Location:** ☑ Office Environment ☐ Warehouse ☐ Shop ☐ Vehicle ☐ Recreation Centers/Neighborhood Centers ☐ Outdoors ☐ Other (Specify) **Protective Equipment Required:**

Job Demands

Overall Strength Demands:

Overall Strength Demands		
⊠ Sedentary	Exerting up to 10 pounds occasionally or negligible weights frequently; sitting most of the time.	
□ Light	Exerting up to 20 pounds occasionally, 10 pounds frequently, or negligible amounts constantly <u>AND/OR</u> walking or standing to a significant degree.	
☐ Medium	Exerting 20-50 pounds occasionally, 10-25 pounds frequently, or up to 10 pounds constantly.	
☐ Heavy	Exerting 50-100 pounds occasionally, 25-50 pounds frequently, or from 10 up to 20 pounds constantly.	
☐ Very Heavy	Exerting over 100 pounds occasionally, 50-100 pounds frequently, or from 20 up to 50 pounds constantly.	

Non-physical Demands:

Non-physical Demands	Frequently	Occasionally	Rarely	Never
Time Pressures		\boxtimes		
Emergency Situations			\boxtimes	
Frequent Change of Tasks	×			
Irregular Schedule/Overtime			\boxtimes	
Performing Multiple Tasks Simultaneously	×			
Working Closely with Others as Part of a Team		\boxtimes		
Tedious or Exacting Work	×			
Noisy/Distracting Environment	×			
Other (Describe below.)				

EXPECTED BEHAVIOR:

Staff - Expected Behavior

The employee is expected to embrace, support, and promote the City's values, beliefs, and culture Which include but are not limited to the following:

- Be positive. Do not participate in gossip
- Maintain confidentiality
- Walk the talk uphold and live the Goodyear culture
- Encourage positive feedback
- Be accountable submit responses to all requests for information by due date and meet deadlines
- Support a learning culture
- Be on time for all meetings
- Create and implement ethical standards for your worksite
- Be fiscally responsible

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- Support the City's values and mission
- Let common sense prevail
- Be visionary anticipate issues
- Support organizational change
- Establish and maintain positive and effective working relationships with co-workers, supervisors, subordinates, contractors and vendors
- Understand City policies and procedures, make rational decisions/recommendations in accordance with established policy.
- Work in a safe manner and report unsafe activities and conditions. Follow the City-wide safety policy and everyone's responsibility. Make it a critical part of the day to day operations.
- Foster teamwork and actively participate on teams and in City activities
- Lead by example
- Provide outstanding customer service to internal and external customers

These traits are not basic job requirements but are expected behavior. Other duties and responsibilities will be performed as assigned.

SIGNATURES—REVIEW AND COMMENT:

I have reviewed this job analysis and its attachments and find it to be an accurate description of the demands of this job.

	Signature of Employee	Date
Job Title of Supervisor	Signature of Supervisor	Date
Tob Title of Department Director	Signature of Department Director	Date
nents:		

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position. This job description is subject to change as the needs and requirements of the job change.